

CITY OF MILWAUKEE
FIRE DEPARTMENT
BUREAU OF CONSTRUCTION AND MAINTENANCE

File No. _____
CC-234

EMPLOYEE GRIEVANCE

INSTRUCTIONS

- I. TO INITIATE A GRIEVANCE (PART I):** 1. ON THE ORIGINAL AND FIVE COPIES OF THIS FORM, COMPLETE PART I WHERE APPLICABLE. 2. GIVE THE ORIGINAL AND FOUR COPIES TO THE GRIEVANT'S DEPUTY CHIEF. 3. RETAIN ONE COPY FOR YOUR RECORD. 4. AFTER DISPOSITION, THE GRIEVANT'S DEPUTY CHIEF SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE, ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE BUREAU'S FILE.
- II. TO APPEAL GRIEVANCE DISPOSITION (PART II):** 1. COMPLETE WHERE APPLICABLE, PART II OF YOUR ORIGINAL GRIEVANCE FORM AND THEN MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE. 3. AFTER DISPOSITION THE BOARD OF INVESTIGATION SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- III. TO APPEAL GRIEVANCE DISPOSITION (PART III):** 1. COMPLETE, WHERE APPLICABLE, PART III OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE CHIEF ENGINEER, FIRE. 3. AFTER DISPOSITION, THE CHIEF ENGINEER, FIRE SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE INTERNATIONAL ASSOCIATION OF MACHINISTS AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- IV. TO APPEAL GRIEVANCE DISPOSITION (PART IV):** 1. COMPLETE, WHERE APPLICABLE, PART IV OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE ONE COPY. 2. GIVE THE ORIGINAL TO THE CITY LABOR NEGOTIATOR AND FORWARD ONE COPY TO THE CHIEF ENGINEER, FIRE.

PART I - GRIEVANCE INITIATION (PRINT OR TYPE)

NAME OF AGGRIEVED EMPLOYEE

TITLE
PAYROLL #

DATE

UNION REPRESENTATIVE SIGNATURE

TITLE

DATE

STATEMENT OF GRIEVANCE:

STATE THE CONTRACT CLAUSE INVOLVED, MAKING REFERENCE TO THE APPROPRIATE PAGE AND LINE NUMBER

ACTION REQUESTED:

EMPLOYEE SIGNATURE _____ DATE _____

GRIEVANCE DISPOSITION:

DEPUTY CHIEF _____ DATE _____

PARTS II, III, IV, GRIEVANCE DISPOSITION, APPEALS ON REVERSE SIDE

PART II - GRIEVANCE DISPOSITION APPEAL TO BOARD OF INVESTIGATION

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION (ONLY BOARD OF INVESTIGATION TO WRITE IN THIS SPACE)

BY _____ DATE _____

PART III - GRIEVANCE DISPOSITION APPEAL TO CHIEF ENGINEER, FIRE

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION (ONLY CHIEF ENGINEER, FIRE TO WRITE IN THIS SPACE)

BY _____ DATE _____

PART IV - GRIEVANCE DISPOSITION APPEAL TO ARBITRATION

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION BY ARBITRATOR TO BE ATTACHED TO THIS FORM WITH THE ORIGINAL BEING SENT TO THE IAM & AW, ONE COPY SENT TO THE CHIEF ENGINEER, FIRE AND ONE COPY SENT TO THE CITY LABOR NEGOTIATOR.